



Accommodated Testing Procedures

The UNO Testing Center (“TC”) is available to students who have testing accommodations as part of their accommodation plan developed through the Accessibility Services Center (“ASC.”) Please observe the following policies and procedures for utilizing the TC for accommodated testing:

Student Responsibilities

Please acknowledge your understanding of these student responsibilities by initialing after each section:

Meet With Your Professors

- Verify that each instructor received your accommodation plan from the ASC.
- Review each syllabus to find exam dates and testing formats.
- Discuss your testing accommodations with each instructor, and explain any alternate format conversions that will be required.
- Alternate format conversions should be requested as far in advance as possible to avoid delays in material availability.
- If you or your instructor have questions about alternate format arrangements or need assistance converting exam content, contact the ASC.

Student Initials: _____

Schedule Your Exams

- Exams are scheduled by calling 402-554-4800, emailing unotestingcenter@unomaha.edu, or in person at Kayser Hall 522 during TC office hours.
- You must schedule your exam with the TC at least *five business days* in advance of the examination date.
- You must schedule your exam as close as possible to the same date and time as the classroom exam date. Any flexibility must be discussed and approved by the instructor prior to exam date.
- It is strongly recommended that you schedule the *entire semester’s exams* in advance after discussing accommodations with your instructors.
- If you have Extended Time as an accommodation, you must schedule for the full extended time, even if you think you will not use it.
- Testing accommodations must be part of your existing accommodation plan. If you want to modify your plan, please contact ASC.

Student Initials: _____

Confirm Your Exam Appointments

- Call TC at 402-554-4800 at least 24 hours in advance to confirm your exam accommodations.
- Ask if the testing materials have been delivered to TC.
- Verify the precise start time for your exam.

Student Initials: _____

